

Geographic Location of Project Activity

Frequently Asked Questions

1. What is the Geographic Location of Project Activity form? Is this new?

The Geographic Location of Project Activity form is part of the Final Descriptive Report you must complete as part of the reporting requirements for the award you received from the National Endowment for the Arts. It is not new, although it has changed. In the past, it was a paper form and was due when the grantee requested payment. Now, it is part of the final report, is submitted online, and some data fields have changed.

2. Why are you collecting this information?

We collect this information so that we can have a better understanding of the geographic distribution of NEA-sponsored activities, which we use in our reporting to Congress, the federal Office of Management and Budget, and the public.

3. I have more than one activity to report. Do I need to submit it via a spreadsheet?

No. You can submit your activities by selecting "Submit Single Locations Using Online Form", which will allow you to enter your activities one-by-one. We recommend choosing "Submit Locations Using Spreadsheet Format" if you have a large number of activities to report.

4. All of our activities were online. How do I report a website?

If all of your events are web-based, please enter the physical location(s) where the site is created and/or managed. We understand that this may not accurately reflect the scope of users of your site.

5. We distribute a publication. How do I report that?

Please enter the physical location(s) where the distribution was created and/or published. For instance, if you conducted a series of interviews and case studies, you could provide the locations where they occurred. You could also enter the physical address of the design firm or publishing house. If a significant number of your publications were distributed to a target audience (for instance, libraries in Cheyenne, Wyoming), you could enter those physical addresses. We understand that this may not accurately reflect the scope of readership for your publication.

6. Our activities are broadcasts. How do I report them?

Please enter the physical location(s) where the broadcast was recorded and/or produced. For instance, if it is a recording of a concert, you may provide the physical address where the concert occurred. You could also list where the broadcast was produced. For distribution of broadcasts, please enter the station's physical address. We understand that this may not accurately reflect the scope of your audience.

7. Our activity spanned several months. How do I get the form to reflect that?

We only collect the month and year in which your activity began. We understand that this may not accurately reflect the duration of your activity.

8. None of your venue and/or activity codes accurately reflect the information we want to provide. Can I select multiple codes?

No. Please select the code that most accurately reflects your activity/venue. Please note that 'Other' is an option in both categories, should you be unable to find an appropriate code.

9. How do I find the +4 ZIP code suffix? Why do you need it?

Go to the United States Postal Service's web site: <http://zip4.usps.com/zip4/welcome.jsp>. We use the complete ZIP code (including +4) for mapping and to link activities with congressional districts.

10. The Post Office's website isn't providing me with a +4 ZIP code suffix. What do I do now?

Find a nearby facility within the same congressional district and use its +4 suffix. Online mapping programs may be of help.

11. I've submitted all of my information, but had several records that were identical to each other. The system only accepted one of them. Now it looks as though we've conducted fewer activities than we did. Is this correct?

Yes. If all of the fields in two or more records are exactly the same (month, year, activity/venue type, ZIP code, etc.), the system will only accept the first of those records, even if you have multiple activities you are trying to submit. This is because we are focusing on the geographic distribution of activities.

12. Can I edit the information I've submitted?

We do not allow you to edit information already submitted. Therefore, it is imperative that you proofread your entries before submitting.

13. I'm having difficulties. Who do I contact for help?

For answers to technical questions that may arise while using this online form, please contact the Office of Research & Analysis at 202.682.5420 or geoquestions@arts.gov